

SECRET


Approved For Release 2006/02/01 : CIA-RDP83-00156R000300040093-9

DDA 79-0187/11

1 February 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM:


SA/DDA

SUBJECT: Pending and Potential Issues

Don,

Here is a composite list of items/issues that Office Directors feel will require your attention over the next two or three months. You may have heard of many of them during your rounds. Some of them may be new and too cryptic to be meaningful. If you like, I can get the more cryptic ones fleshed out some.

Attachment



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UNCLASSIFIED WHEN DETACHED
FROM SECRET ATTACHMENT

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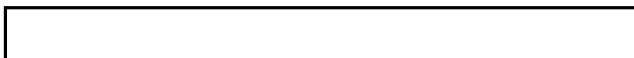
31 January 1979

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PENDING AND POTENTIAL ISSUES

OFFICE OF PERSONNEL

- ✓ 1. The Day Care Center. (U)

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3. Development of a final proposal for a new personnel appraisal system for the Agency. (U)
- ✓ 4. Continuation of CIARDS Retirement quota -- due to expire 30 June 1979. (U)

OFFICE OF DATA PROCESSING

5. Agency-wide information handling study (joint DDA/Comptroller objective). (U)
6. Micro management of the SAFE Project by the Information Resources Office. (U)
7. Possible issues emerging from EAG ADP Review (e.g., proposal for chargeback system). (U)

OFFICE OF FINANCE

- ✓ 8. Resources for review of Office of Finance Records at  estimated to require from 5 to 10 work years. (S)

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OFFICE OF LOGISTICS

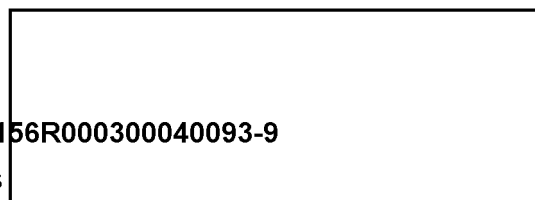
10. Under item e. of Mr. Blake's list, personnel ceiling is a matter of possible double jeopardy to the Office of Logistics.

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Para 9. 9CS.1B;
A9c(2.1); Paras
D9c-12



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OFFICE OF LOGISTICS (cont'd)

Per agreement with the previous DDA, we are currently carrying 15 excess couriers and five additional security officers to meet specific requirements levied on the Office. In addition, pending the final outcome in Iran, the Office could have up to 15 unscheduled returnees. (S)

*what
has been
done on
this?*

11. Under item n. of Mr. Blake's list, the Office would stress our need for continued close liaison at the highest level with GSA. (U)
12. Under EO 12036, the Office will shortly be faced with procedures established by the Attorney General as applied [redacted] We will require exceptions to the procedures signed off by the DCI. (U)

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OFFICE OF COMMUNICATIONS

13. Possible reduction of unclassified telephone service by FY-1980. (S)

[redacted]

15. OC requirements for Project [redacted] (S)
16. Facsimile policy paper for the Executive Advisory Group (EAG). (S)
17. Development of a Memorandum of Agreement (MOA) on secure telephone systems with NSA. (S)
18. FY-1979 TDY travel limitation. (S)

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OFFICE OF TRAINING

[redacted]

20. Funding of "Hostage Survival" film. (U)
21. Meeting increased Community requirements for operational training in view of personnel cutbacks (e.g., need for additional slots for the Operations Training Division (OTD); inability to meet Countering Terrorist Tactics Course (CTTC) requirements). (C)
22. Need for increase in Intelligence Community staffing of Information Science Center (ISC). (U)

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OFFICE OF TRAINING (cont'd)

23. Restoring some of the cuts in external training funds for FY 1980. (C)

OFFICE OF SECURITY

24. Support to DCI Security Committee - staffing and resource problems. (U)
25. The Kampiles case and its aftermath - Office of Security Task Force recommendations and their implementation. (U)

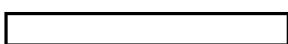


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28. Intelligence Charter Legislation and the Attorney General's Procedural Guidelines for the Agency. (U)
29. The role of the Agency Safety and Health Official (Mr. Wortman) and the outside consultant's report on the program that is due in early February. (U)
30. The Agency's Five-Year Reinvestigation Program - resource problems. (U)

ASSISTANT FOR INFORMATION

31. Information Handling Study. This effort which may have major impact on the Directorate is a joint effort of the DDA and Comptroller. (Agency goals management program item.) (U)
32. Improvements in FOIA program: (a)  Survey of the CIA System for Processing Requests, etc. Information Review Committee (IRC) will be asked to implement certain recommendations which have come from a Management Assessment Staff study of the Agency's processing of Freedom of Information Act and Privacy Act requests; (b) Legislative relief from burden of FOIA: the legislative assumption in FY 80 budget and OLC legislative program. (U)
33. History Program Staff. DCI has made an inquiry about history in the CIA and the existing staff doesn't have slots in FY 80. (U)
34. Exemptions from the Financial Disclosure Act. (U)

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SPECIAL SUPPORT ASSISTANT

35. Last November Congress enacted the Foreign Earned Income Act of 1978. This will have a number of ramifications for the Agency. The act made a number of changes in the tax policies concerning the private sector employees in foreign areas. This will result in new tax problems for our employees under nonofficial cover. (S)



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5. COMMUNITY RESPONSIBILITIES

a. The DDA is responsible for the work of the Community Security Committee which reports to the DCI through the National Foreign Intelligence Board. (U)

b. [redacted] can also be looked upon as a partial Community activity. (S)

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6. CURRENT SIGNIFICANT ACTIVITIES

a. Consultant review of Agency personnel management policies. (U)

b. Development of more stringent security regulations. (U)

c. Proposal to study consolidation, in whole or in part, of the Office of Security/DDA, the Counterintelligence Staff, and Central Cover Staff of the DDO. (U)

d. More centralization of ADP authority in the Agency. (U)

e. Significance of reduced personnel ceilings for FY 1980. (U) *enforce uniform stels. to assure compatibility*
Security, Personnel : Logistics in trouble

f. Participation in Agency senior rotational program. (U)

g. Participation in Agency goals management program. (U)

h. Review of management training conducted by Office of Training by external consultant. (U)

i. Making continued progress in implementing new agreement in operating the [redacted] (S)

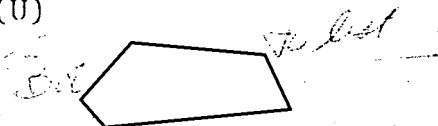
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j. Meeting established goals for Career Trainees for DDO. (U) *Keep eye on the personnel*

k. Needed additional space in metropolitan area. (U)

l. Possibility of DIA sharing location with CIA at Langley. (U) *Turner has interest - Palmetto looking for space in Langley*
ITB closed the new

m. Posture of Agency and Directorate EEO Programs. (U)

- n. Extend liaison contacts. (U)
- o. Speaking commitments. (U) 
- p. Discussion on Agency and Directorate morale. (U)

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Classification derivatives:

Paragraph 1.d.: A9c5.1.B. Review on 26 Dec 98

Paragraphs 2.b., 5.b., 6.i.: A9c2.1. Review on 26 Dec 98

Paragraphs 2.c. and 2.d.: A9c2.9. Review on 26 Dec 84